

JOB NOTICE

PART-TIME EMPLOYMENT

WE THANK ALL THOSE WHO APPLY. ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED

THE FOLLOWING PART-TIME POSITION IS AVAILABLE WITH THE RECREATION & CULTURE DEPARTMENT:

JOB TITLE: SPECIAL NEEDS PROGRAM SPECIALIST	FILE #: 2011-02
POSTING DATE: SEPTEMBER 15, 2011	CLOSING DATE: ONGOING
STARTING RATE/HOUR: \$16.00	LOCATION: CITY-WIDE

POSITION SUMMARY:

Enthusiastic, creative individuals with a passion to make a difference are invited to contribute to our Special Needs team.

The Special Needs Program Specialist will be responsible for the development and implementation of a specialized program for persons with disabilities in a safe and enjoyable manner. The Special Needs Program Specialist will also provide support to parents and participants to help create an environment that will support individual participant's needs, allowing them to develop skills and self-esteem alongside their peers.

MAJOR DUTIES:

- developing program lesson plans in consultation with the Active Living Coordinator for Special Needs/ Volunteers;
- implementing a safe, enjoyable, diverse and adapted program to enhance participant's self esteem and socialization;
- ensuring the safety and well being of all participants and assisting staff during work hours;
- maintaining ongoing, effective communication with participants, parents/care givers and all City of Vaughan Staff; ensuring attendance is taken accurately;
- providing toileting, emotional support and behaviour management as needed;
- maintaining supply and equipment inventory;
- attending all program relating training and meetings;
- maintaining a professional attitude and abiding by City of Vaughan policy at all times;
- encouraging and fostering in all participants the Five Principles of Healthy Childhood Development as outlined by High Five: Quality At Play.

SKILLS:

- Leadership skills
- Ability to handle challenging situations
- Excellent planning and organizational skills
- Superior verbal communication skills
- Proven ability as a team leader

REQUIREMENTS/EDUCATION:

- College or University student currently enrolled in Social Work education, Recreation related discipline, or equivalent knowledge and experience; or
- Previous experience working with individuals with special needs;
- Crisis Prevention and Intervention certificate is an asset;
- Standard First Aid and CPR certification;
- Vulnerable Sector Screening Results;
- Possess a valid driver licence and have access to a reliable vehicle.

PERSONS INTERESTED IN THE ABOVE AND/OR SUBSEQUENT VACANCIES ARE ASKED TO **SUBMIT AN APPLICATION AND RESUMÉ TO THE RECREATION & CULTURE DEPARTMENT:**

1) FAX TO 905-832-8550; OR

2) EMAIL TO SeasonalRecJobs@vaughan.ca; OR

3) DROP OFF AT ANY COMMUNITY CENTRE, "ATTENTION: RECREATION SERVICES SUPERVISOR".

APPLICATION FORMS AND INSTRUCTIONS ARE AVAILABLE ONLINE AT

www.vaughan.ca/SeasonalRecJobs.